What to click on is highlighted with a red circle.

1. After logging in you will be on dashboard. On left hand side click on Candidacy Requirements

🐝 State Board of Behavioral Health 🗙 🕂			0	- 0 ×
\leftarrow \rightarrow C \triangle $$ obbhl.us.thentiacloud.m	et/webs/obbhl/service/#/welcome			☆ 😩 :
🗰 Apps 🛭 🐝 State Board of Beha 📀 NBCC 🐇	Portal			I Reading list
			McKenzie Merenick	Logout
OKLAHOMA Board of Behavi Health Licensury	oral e			
Dashboard	Dashboard			
Profile				
Personal information				
Employment Information	Your Information			
Candidacy	Legal First Name	Legal Last Name	Legal Middle Name	
Board Approved Supervisors				
Candidacy Requirements	Telephone	E-mail address		
Requests	(814) 706-9171	mckenzie.merenick@gmail.c		
https://obbhl.us.thentiacloud.net/webs/obbhl/service/#/car	ndidacy-requirem			
Type here to search	o 🗄 🔯 🧔		^ □ (?; Φ)	11:40 AM 7/22/2021

2. On Candidacy Requirements page, click on **View** on the right side of your current candidacy

State Board of Behavioral Health 🗙 🕂					0	-	٥
→ C ☆ 🌢 obbhl.us.thentiacloud.net/v	webs/obbhl/service/#/candidacy	y-requirement				☆	
pps \$\$ State Board of Beha 🚱 NBCC 🐝 Pc	ortal					⊞	Reading
Dashboard							
Profile	Candidacy Re	quirements					
Personal information							
Employment Information	Below are the license BBHL every six (6) mr	types you are working onths from your superv	towards to as a can ision agreement app	didate. You must report yo proval date.	our supervised hours to the	3	
Candidacy	Candidacy	Status	Effective Date	Expiration Date			
Board Approved Supervisors	LPC Candidate	Active	07/06/2021	07/06/2026	View		
Candidacy Requirements							
Requests							
Name Change Request	Your application inform	nation is listed below.					
Document Persuent	License Type	Application Statu	s Su	lbmission Date	Decision Date		
Document Request			There are no existing	applications			
Invoices & Receipts			THERE are no existing	applications			
Account Settings							
bbhl.us.thentiacloud.net/webs/obbhl/service/#/supervi	sion-summary/60e470a9437c5c026c	:3d63f5					
$ \mathcal{P} $ Type here to search	O 🗐 📴	o 💿 🥫			∧ ■ (@. 4))	11:42 A	λM 021

3. After clicking view, you will be prompted to this page:

🗱 State Board of Behavioral Health 🗙 🕂						0	- 0 ×
\leftrightarrow \rightarrow \mathcal{C} \triangle \triangleq obbhl.us.thentiacloud.net/webs/	obbhl/service/#/s	upervision-sum	mary/60e470a9437c5c026d	c3d63f5			☆ 😩 :
🏢 Apps \$\$ State Board of Beha 📀 NBCC \$\$ Portal							🗄 Reading list
OKLAHOMA Board of Behavioral Health Licensure							^
Dashboard							
Profile	Supervis	sed Experie	ence Summary				
Personal information	You must repo	ort your supervi	sed hours to the BBHL e	every six (6) months from	your last supervisio	n report or from the	
Employment Information	supervision ag reports submit	greement appro tted sixty (60) o	oval date (if it's your first i lays past your six (6) mo	report) for each board ap nth mark may be rejected	proved supervisor. I I by the BBHL. As a	Please note that result, the hours	
Candidacy	reported durin	g this time peri	od will not be count towa	ards the required hours.	,		
Board Approved Supervisors	The total hour	s displayed on	the first two (2) tables be	elow reflect BBHL approv	ved hours.		
Candidacy Requirements	Total Cour	nt					
Requests		Expiration	Total Face-to-Face	Total Face-to-Face	Total Direct	Total Supervised	
Name Change Request	Candidacy	Date	Supervision Hours(GRP)	Supervision Hours(IND)	Client Contact Hours	Experience Hours	3
Document Request	LPC	07/06/2026	N/A	N/A	N/A	N/A	
${\leftarrow}$ Type here to search	O ⊒i	o 🖸	刘 🥽 🗾			∧ □ (11:46 AM

Scroll down the page to this section:

You will click **View** under which supervisor you are wanting to add hours under.

🐝 State Board of Behavioral Health 🗙 🕂			Ū				0 –	ð X
\leftrightarrow \rightarrow C \triangle a obbhl.us.thentiacloud.net/webs/of	bbhl/service/#/sup	pervision-summary/6	60e470a9437c5c026c3	3d63f5			4	r 😩 :
🏢 Apps 🛭 🎄 State Board of Beha 🌍 NBCC 👫 Portal								Reading list
	Robin Moore	07/06/2021	N/A N/A	N/A	N/A	N/A		-
	Evaluation of	of Supervised Ex	perience					
	Reporting Start Date	Reporting End Date	Board Approved Supervisor	Total Supervised Experience Hours	Status	Date Submitted		
	07/06/2021	01/06/2022	Jessica I	N/A	Not Submitted	N/A	View	
	07/06/2021	01/06/2022	Amber	N/A	Not Submitted	N/A	View	
	07/06/2021	01/06/2022	Robin I	N/A	Not Submitted	N/A	View	
B	lack							-
\vdash \wp Type here to search	O 🗐	🔯 🧿 💌] 🥫 🗾			∧ □ (i)	(小) 11:4 7/22	7 AM

4. It will take you to this section:

🐝 State Board of Behavioral Health 🗙 🕂			• - • ×
\leftrightarrow \rightarrow C \triangle (a) obbhl.us.thentiacloud.net/webs/of	bbhl/service/#/supervision-evaluation/60e470a	aa437c5c026c3d63f6	* •
🗰 Apps 🛭 🗱 State Board of Beha 📀 NBCC 💠 Portal			📰 Reading list
OKLAHOMA Board of Behavioral Health Licensure			•
Dashboard			
Profile	Evaluation of Supervised E	xperience	
Personal information	All information with a red asterisk (*) is	required information. You must report your supervised hours to the	BBHL
Employment Information	every six (6) months from your last supe first report) for each board approved sup	rvision report or from the supervision agreement approval date (if it pervisor.	i's your
Candidacy			
Board Approved Supervisors	Board Approved Supervisor	Amber	
Candidacy Requirements	Reporting Start Date	07/06/2021	
Requests	Reporting End Date	01/06/2022	
Name Change Request		01100/2022	
Document Request	Status	Not Submitted	
Invoices & Receipts			
\rightarrow Type here to search	o 🖽 🕶 🧿 💷 🖡	a 🔽 📄 🔷 🗖 🕅	月 ① 11:50 AM 7/22/2021 □

Scroll down the page:

Click on + Add New Records to make weekly report

🐝 State Board of Behavioral Health 🗙 🕂							0	-	٥	\times
\leftrightarrow \rightarrow C \triangle (a) obbhl.us.thentiacloud.net/webs/of	bbhl/service/#/sup	ervision-evaluation/60)e470aa437c5c026c	3d63f6				☆		:
🏢 Apps 🔹 State Board of Beha 🚱 NBCC 🌼 Portal								:=	Reading	g list
	200-1002 (0)(*
	Summary									
	Total Face-to-F Supervision Ho	ace Total Fa ours(GRP) Superv	ace-to-Face ision Hours(IND)	Total I Conta	Direct Client ct Hours	Total Indirect Client Contact Hours	Total Supervised Experience Hours			
	N/A	N/A		N/A		N/A	N/A			
	Weekly Rep	ort								
	Work Week Beginning Date	Total Face-to-Face Supervision Hours(GRP)	e Total Face-to Supervision Hours(IND)	-Face	Total Direct Client Cont Hours	Total Indirect act Client Contact Hours	Total Supervised Experience Hours			1
		No Records	have been added.	Click + A	Add New Reco	rds to add Records.				
			+ Ad	d New F	Records	I.				
P Type here to search	O 🗐	o o 💿	a 7				^ ■ <i>(</i> {} �)	11:52 7/22/2	AM [,
After you have entered in the h	ours for 1	week you	will click s	ave.	,					

Cancel		Save

It will then take you back to the previous page for you to click **Add New Records** again to enter in the next week. Each week will need to be entered individually.

Work Week Beginning Date	Total Face-to-Face Supervision Hours(GRP)	Total Face-to-Face Supervision Hours(IND)	Total Direct Client Contact Hours	Total Indirect Client Contact Hours	Total Supervised Experience Hours	
06/19/2022	N/A	1.5	12	N/A	N/A	View
06/26/2022	1.5	N/A	15	N/A	N/A	View
		+ Add N	ew Records			
k					Subr	nit for App

Please note that you will NOT click "Submit for approval" until you have <u>all</u> 6 months entered.

If you make a mistake and submit for approval and you are not finished entering in your hours you will need to email us at <u>info.behavioralhealth@bbhl.ok.gov</u> and let us unlock the evaluation so that you can make additional changes. We will need to know your name, the name of your supervisor and the evaluation period you are currently working in so that we ensure we are unlocking the correct evaluation. If your supervisor rejects the hours you will have to email us to unlock the evaluation so that you can make the necessary changes.